



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

JANET OLSZEWSKI  
DIRECTOR

February 16, 2007

**TO:** Executive Directors of Prepaid Inpatient Health Plans (PIHPs)  
and Community Mental Health Services Programs (CMHSPs)

**FROM:** Irene Kazieczko, Director  
Bureau of Community Mental Health Services  
Mental Health and Substance Abuse Administration

**SUBJECT:** FY 08 Children's Mental Health Block Grant Request for Proposals (RFP)  
**DEADLINE:** 12:00 noon, Thursday, May 31, 2007

Attached for your careful review and response is the Children's System of Care RFP Application and Planning document for use in preparing your application for Children's Mental Health Block Grant funding in FY 08. The System of Care Planning document is intended to help guide your planning and decision-making about community priorities. The attached RFP Application provides the instructions and required application forms.

FY 08 Children's Mental Health Block Grant funds are to be used to fund projects that promote, support and endorse system of care principles and practices. The Block Grant funds for children with serious emotional disturbance will be awarded based on the responses to the RFP. CMHSPs not funded in FY07 will be given priority for funding in FY08.

Activities that address joint purchasing and increased access to mental health services for children in juvenile justice, child welfare (abuse/neglect, adoption) are encouraged. CMHSPs are urged to submit proposals addressing these populations.

The System of Care Planning document will assist communities with the identification of priorities for services. This document encourages communities to maximize the use of entitlements. Once priorities are established, communities should review all options for funding from existing resources. All RFPs submitted should consider the following outcomes:

- Access to mental health services is increased for children/youth with serious emotional disturbance currently being served in child welfare (including abused/neglected and/or adopted children) and children/youth in juvenile justice, including maximizing the use of Medicaid funding.
- Use of evidence-based and promising practices by CMHSP and other mental health service providers that demonstrate positive outcomes are increased.
- Children/youth are socially and emotionally healthy and improve in their functioning.
- Children/youth and their families report having their mental health needs met.

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Sustaining new services continues to be an important consideration in funding new initiatives. Projects aimed at service innovation or service development may be funded for up to three years with the progress of prior years determining subsequent funding. The maximum funding per project is up to \$75,000 for the first year with the required match of one dollar for each three Mental Health Block Grant (MHBG) dollars (1:3). The maximum funding per project is \$50,000 for the second year, with a match of one dollar for each one MHBG dollar (1:1). The maximum funding per project is \$40,000 for the third year, with a match of three dollars for each two MHBG dollars (3:2). At least one-half (1/2) of the match must be cash from any source that can be used to provide the services proposed. The remainder of the match may be in-kind. The narrative should address how these funds will be sustained when the grant funding ends. CMHSPs may submit as many RFPs as they have priorities identified in the system of care planning process. **All CMHSPs are to apply through their PIHP for Children's Mental Health Block Grant funding.**

Attached are both the RFP Application and the System of Care Planning document. The RFP has a narrative, action plan and budget. Proposals will be evaluated using the criteria identified in the RFP, and communities may propose single or multi-year projects.

All proposals, including the original face sheet and other original signature documents, must be received at the Department of Community Health by **12:00 noon on Thursday, May 31, 2007**. Please send the original and four copies to Jackie Panich at the address below. An electronic copy of the proposal with an electronic copy of the face sheet must also be submitted to Jackie Panich at [panichj@michigan.gov](mailto:panichj@michigan.gov) by noon on Thursday, May 31, 2007. Please email or call Jim Wotring at 517.241.5775, [wotringj@michigan.gov](mailto:wotringj@michigan.gov) if you have any questions.

The mailing address is: Jackie Panich  
Division of Mental Health Services to Children and Families  
Department of Community Health  
320 South Walnut Street—5<sup>th</sup> Floor Lewis Cass Building  
Lansing, Michigan 48913

On March 15, 2007, from 9:00 am to 2:00 pm, the Department will host an informational meeting regarding System of Care Planning; and from 2:00 to 4:00 pm, there will be a session on the RFP Application. Both sessions will take place at the Waterfront Conference Center in Traverse City. (Please register for the System of Care presentation that was sent under separate cover.)

On March 22, 2007, from 2:00 to 5:00 pm, an RFP application-only session will be held in Lansing at the Michigan Association of Community Mental Health Board Offices, 426 South Walnut Street, Lansing.

Please RSVP to Jackie Panich at [panichj@michigan.gov](mailto:panichj@michigan.gov) or 517.241.5767 by March 15<sup>th</sup> for the March 22<sup>nd</sup> meeting in Lansing. Due to space limitations, we are requesting that each CMHSP send no more than two representatives to the Lansing meeting site.

## CHILDREN'S MENTAL HEALTH BLOCK GRANT REQUEST FOR PROPOSALS (RFP) FOR CHILDREN/YOUTH WITH SERIOUS EMOTIONAL DISTURBANCE, AGES 0 THROUGH 17, AND THEIR FAMILIES

### CHILDREN'S MENTAL HEALTH BLOCK GRANT REQUEST FOR PROPOSALS (RFP)

Applications for Children's Mental Health Block Grant Funds must result from the identification of priorities in the current or ongoing system of care planning process in communities. Stakeholders may determine whether or not Children's Mental Health Block Grant funding will assist in meeting the identified need/priority in their community. The Children's Mental Health Block Grant funds are to be used for the development of a specific mental health service/intervention in the community. CMHSPs may submit as many RFPs as they have priorities identified in the system of care planning process.

Federal Mental Health Block Grant funds are used to provide community-based services for adults with serious mental illness and children with serious emotional disturbance (SED). Service initiatives are designed to carry out the goals and objectives of the Michigan Department of Community Health (MDCH) in accordance with the "State Comprehensive Mental Health Services Plan," approved by the Center for Mental Health Services (CMHS), Substance Abuse and Mental Health Services Administration (SAMHSA). The Comprehensive Plan describes the state's public mental health system, established in Michigan's Mental Health Code, and operated through 46 Community Mental Health Service Programs (CMHSPs) and 18 Prepaid Inpatient Health Plans (PIHPs) for specialty mental health services and supports. The plan also describes MDCH's intent to use Mental Health Block Grant funds to expand service capacity and foster service innovation and development in this system of care. Federal block grant funds may not be used to supplant existing funding or existing mental health services in the State of Michigan. This RFP Application implements objectives in the children's section of the State Comprehensive Mental Health Services Plan.

CMHSPs are to submit funding requests based on the system of care planning considering the following:

- Projects that can be replicated based on shared information, products and/or funding.
- Projects that implement innovative services/interventions that lead to improved outcomes.
- Projects that increase access to mental health services for children/youth with serious emotional disturbance currently being served in Child Welfare (including abused/neglected and/or adopted children) and children/youth in Juvenile Justice including maximizing the use of Medicaid funding.
- Services/Interventions that use evidence based and promising practices.

Funding decisions will be made based on proposals submitted in response to the criteria included in this Application. **All CMHSPs are to apply through their PIHP for Children's Mental Health Block Grant funding. CMHSPs not funded in FY07 will be given priority for funding in FY08.** It is expected that funding of approximately \$1.5 million will be available for new projects that address mental health services for the child population.

Proposals must be written for the period of **October 1, 2007 through September 30, 2008**. Proposals may be submitted which include a request for "second year" and "third year" funding for FY09 and FY10. The second and third year funding of projects will be contingent upon

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satisfactory progress achieved with FY 08 funding awards and the availability of funds. The maximum funding per project is up to **\$75,000** for the first year with a required match of one dollar for each three Mental Health Block Grant (MHBG) dollars (1:3). The maximum funding per project is \$50,000 for the second year, with a match of one dollar for each one MHBG dollar (1:1). The maximum funding per project is \$40,000 for the third year, with a match of three dollars for each two MHBG dollars (3:2). At least one-half ( $\frac{1}{2}$ ) of the match must be cash from any source that can be used to provide the services proposed. The remainder of the match may be in-kind.

The following additional information must be included in proposals for multi-year projects:

- A work plan which addresses the full project period, by fiscal year. Specific goals, measurable objectives and concrete activities that will be achieved during each quarter of the project is required.
- A budget (DCH 0385 Summary) and a detailed budget description (DCH 0386) for each fiscal year of the project period.

If the proposal is from a CMHSP that serves multiple counties and plans to pilot a service/intervention in one area during the first year and then expand the initiative in other areas during subsequent years, the proposal must describe the involvement of key stakeholders from all these areas in first year planning and implementation.

**Please note: If a CMHSP currently receives Children's Mental Health Block Grant FY07 funding for a project, modifications for years 2 (FY08) and 3 (FY09) of funding will be handled through a separate process. The CMHSP does not have to submit a new RFP for years 2 and 3 of funding.**

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**STATEMENT OF WORK /NARRATIVE:**

(Not to exceed 10 pages for each proposed service/intervention)

**Priority #** \_\_\_\_\_

**Title of Proposed Service/Intervention:** \_\_\_\_\_

**DESCRIPTION OF PROPOSED SERVICE/INTERVENTION AND PURPOSE (20 points):**

- Describe the proposed service/intervention and its purpose (2-3 paragraphs).
- Describe why you chose this evidence based or a promising practice service/intervention. Provide documentation (research, etc.) if the service/intervention is not listed in the system of care planning document as evidence based or promising practice (page 4).
- Describe how the proposed service/intervention is based on the community need and priority identified in the system of care planning process.

**COLLABORATION (15 Points):**

- Identify the stakeholders involved in the system of care planning process and the rationale for their identification of this priority.
- Describe the collaboration that went into the identification of the priorities and the development of the application for Children's Block Grant Funds.
- Describe the collaborative infrastructure that will support this project (access to the service/intervention, provision of service/intervention, supervision of implementing staff, determination of the evaluation process, review of the outcomes, training(s), funding).

Please provide as an attachment, the meeting notes/minutes and sign in sheets from the stakeholders' meetings.

Please Note: Proposals without a Letter of Support from the Community Collaborative will not be reviewed.

**TARGET POPULATION (10 points):**

- Describe the target population for the proposed service/intervention.
- How will the proposed service/intervention impact children/youth, aged 0 through 17, with serious emotional disturbance and their families who are currently served by Child Welfare (Abuse/Neglect, Adoption Services) and/or Juvenile Justice?

**OUTCOMES and EVALUATION (20 points):**

- How will the proposed service/intervention impact the stated outcomes for the development of a mental health component of the system of care for children/youth and their families:
  - ✓ Access to mental health services is increased for children/youth with serious emotional disturbance currently being served in Child Welfare (including abused/neglected and/or adopted children) and children/youth in Juvenile Justice.
  - ✓ Use of evidence based and promising practices by CMHSP and other mental health service providers in the community that demonstrate positive outcomes is increased.

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- ✓ Children/youth are socially and emotionally healthy and improve in their functioning.
- ✓ Children/youth and their families report having their mental health needs met.
- What additional outcomes have CMHSP and their partners identified for the service/intervention?
- How will the outcomes be monitored and the results shared with community partners/stakeholders?
- What is the plan to evaluate the proposed service/intervention and the achievement of the outcomes listed above?
- What measurement will be used for system level outcomes measurement?
- What measurement will be used for child and child and family outcomes?
- How will these actions be incorporated into the CMHSP Quality Improvement Process?

### **ORGANIZATIONAL CAPACITY & OVERSIGHT (15 Points):**

- What organizational capacity and/or staffing will be needed for the proposed service/intervention?
- Describe the ability of the CMHSP to develop and/or implement the proposed service/intervention.
- Describe the stakeholder group's role and responsibility in overseeing the implementation and evaluation of the outcomes of the service/intervention?

### **TRAINING AND TECHNICAL ASSISTANCE (10 points):**

- What is the plan to provide training and technical assistance to administrators, staff, and families/youth across the child serving system to ensure implementation of the proposed service/intervention?

### **FUNDING (20 points):**

- What outcomes have been achieved from previous Children's Mental Health Block Grant funded projects? At the service level? At the systems level?
- Describe how the CMHSP has sustained other block grant projects funded in previous years.
- What specific sources of funding, in addition to the Children's Mental Health Block Grant funding, will be used to support this service/intervention?
- Please specify how this service/intervention will be sustained after the Block Grant funding period is completed.

### **CHILD, YOUTH, & FAMILY INVOLVEMENT (20 Points):**

- Describe how children, youth, and families will be involved in the implementation and/or evaluation of the service/intervention. Specify how will their involvement be supported.
- Describe how children, youth and families were involved in identifying the priorities (i.e. focus groups, use of existing consumer satisfaction information, involvement in infrastructure, consumer boards that have youth involved, etc.).

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**■ WORK PLAN WITH ACTION STRATEGIES (20 Points):**

After the community stakeholders have identified the priorities for Children's Mental Health Block grant funding, a statement of work and a detailed work plan needs to be completed for the proposed service/intervention.

For the Block Grant funding application, please identify: the action strategies; leadership for each strategy; the time frame for completing the implementation strategy. The work plan must include action strategies that will be undertaken to evaluate the proposed service/intervention(s) (i.e. number of children/youth to be served, improvement in functioning, change in service/interventions provided for children/youth with serious emotional disturbance, etc.).

Format for the Statement of Work/Narrative and Action Strategies are found on the next two pages.

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**STATEMENT OF WORK FOR THE PROPOSED SERVICE/INTERVENTION** (Total 150 points)  
(not to exceed 10 pages)

**Priority #:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**DESCRIPTION OF PROPOSED SERVICE/INTERVENTION AND PURPOSE** (20 points):

**COLLABORATION** (15 Points):

*Please attach meeting notes/minutes and sign in sheets from the stakeholder's meetings.*

*Please Note: **Proposals without a Letter of Support from the Community Collaborative will not be reviewed.***

**TARGET POPULATION** (10 points):

**OUTCOMES and EVALUATION** (20 points):

**ORGANIZATIONAL CAPACITY & OVERSIGHT** (15 Points):

**TRAINING AND TECHNICAL ASSISTANCE** (10 points):

**FUNDING** (20 points):

**CHILD, YOUTH, & FAMILY INVOLVEMENT** (20 Points):

**WORK PLAN** (20 points):



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ACTION STRATEGIES FISCAL YEAR _____		
Priority #: _____ Title: _____		
ACTION STRATEGIES TO IMPLEMENT SERVICE/INTERVENTION (Including tasks and evaluation)	CMHSP LEADERSHIP	ANTICIPATED DATE OF COMPLETION

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**PROGRAM BUDGET INFORMATION**

For each RFP (statement of work and action strategies), please complete the Program Budget Summary and the Program Budget Cost Detail. The website for budget forms is: [http://www.michigan.gov/mdch/0,1607,7-132-2941\\_4868\\_42125---,00.html](http://www.michigan.gov/mdch/0,1607,7-132-2941_4868_42125---,00.html) or request the forms from Jackie Panich at [panichj@michigan.gov](mailto:panichj@michigan.gov)

It is expected that, after this start-up period, CMHSPs will secure other sources of funding to support ongoing services. Also note that the acceptance of these funds requires that the CMHSP satisfy federal single audit and reporting requirements.

**Please note:**

Federal authorizing legislation specifies that these funds MAY NOT be used to:

- (1.) provide inpatient services;
- (2.) make cash payments to intended recipients of health services;
- (3.) purchase or improve land, purchases, construct, or permanently improve (other than minor remodeling) any building or other facility, or purchase major medical equipment;
- (4.) satisfy any requirement for the expenditure of non-federal funds as a condition for the recipient of federal funds; or
- (5.) provide financial assistance to any entity other than a public or nonprofit private entity.

In addition, the request for funding emphasizes the Children's Mental Health Block Grant's emphasis upon service provision, and the following restrictions are also included:

- (6.) no vehicle purchases; and
- (7.) only direct costs associated with the project may be applied to the grant budget; no indirect or administrative expenses may be included.
- (8.) federal block grant funds may not be used to supplant existing funding or existing mental health services in the State of Michigan.

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**REQUIREMENTS FOR THE CHILDREN'S MENTAL HEALTH BLOCK GRANT  
PROPOSAL**

The CMHSP must submit for each proposed service/intervention:

- ☐ A **proposal face sheet** for each service/intervention application. The face sheet is found in Attachment A.

All proposals including the original proposal face sheet with signatures for each proposal and other original signature documents must be received at the Department of Community Health by **12:00 p.m. on May 31, 2007**. Please send the original and four copies to Jackie Panich at the address below. An electronic copy of each proposal with an electronic copy of the face sheet must also be submitted to Jackie Panich at [panichj@michigan.gov](mailto:panichj@michigan.gov) by **12:00 p.m. on May 31, 2007**.

**ORIGINAL DOCUMENTS ARE SUBMITTED TO:**

Jackie Panich  
Department of Community Health  
Mental Health Services to Children and Families  
320 S. Walnut Street  
Lansing, MI 48913

- ☐ **Statement of Work/Narrative and Action Strategies** for the service/intervention that includes the date for each activity for implementation or evaluation of the block grant activity. The Statement of Work needs to address all the criteria by which the proposal will be reviewed.
- ☐ **Program Budget Summary and Program Budget Cost Detail** (instructions for obtaining forms DCH 0385 and DCH 0386 are found on page 8).
- ☐ **Meeting Notes/Minutes with sign in sheets** from the Stakeholder Group's Meetings as an Attachment to the Proposal.
- ☐ A **letter of support** from the Community Collaborative(s) where the proposed service/intervention will be implemented.

**FOR FURTHER INFORMATION AND ASSISTANCE, CONTACT:**

Jim Wotring  
Telephone: (517) 241-5775  
Email: [wotringj@michigan.gov](mailto:wotringj@michigan.gov)

